



## **Oregon Joint Force Headquarters**

**HUMAN RESOURCES OFFICE/HR**

**P.O. BOX 14350, 1776 MILITIA WAY**

**SALEM, OREGON 97309-5047**

**Coml: (503) 584-3854(Air) / 3846(Army)**

**DSN: 355-3854(Air) / 3846(Army)**

<http://www.orport.ang.af.mil>

### **Announcement #AR06-049**

## **HEALTH SYSTEMS ASSISTANT**

### **Army Technician Vacancy Announcement**

**Open Date:** 02 March 2006

**Closing Date:** **23 March 2006**

**Series/Grade:** GS-0671-07

**Salary Range:** \$36,564 - \$47,531 Per Yr

**WO MOS:** 420A, 670A

**PD#** 70554

**ENL MOS:** 42A/F/L 68G/W/Z

**Location:** Med Command, Salem, Oregon

**Type of Appt:** Excepted **X** Warrant **X**  
Enlisted **X**

**Must be proficient in Microsoft Word, Excel and familiar with the use of MODS and MED PROS systems.**

#### **Areas of Consideration:**

**First Area:** Current permanent full-time support personnel of the Oregon Army National Guard.

**Second Area:** Current members of the Oregon Army National Guard.

#### **Summary of Duties:**

Processing of LODs, Incap Pay, Active Duty medical extensions, MOS Medical Review Boards, Medical disqualifications, follow up care issues, medical claims, medical travel and orders, Medical Evaluation Cords, HIV screens, immunizations, and special PT waivers, the Weight Control Preprogram and Over-40 Screenings. Assists the HSS to collect information for statistical reports. Assists in the preparation of briefings and training. Assist the HSS by responding to inquiries and various correspondences on health service issues, keeping an action file on all responses. Observes privacy requirements on the release of medical information concerning individual military members. Assists the HSS with coordinating Incap pay Review Boards and MOS Military Review Board.

#### **Method of Evaluating Qualifications:** **Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or**

**number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

**General Experience**

Experience in administrative or technical work which demonstrates the applicant's knowledge of missions, organizations, programs, and requirements of health care delivery systems; ability to analyze problems and present both oral and written recommendations taking into consideration the wide range of factors and requirements which affect the management of the health care delivery system.

**Specialized Experience**

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-07** level must have **12 Months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Ability to apply the basic principles and practices related to the management of health care delivery systems in general and to interpret regulations and standards.
2. Ability to analyze problems and present recommendations and to communicate effectively both orally and in writing.
3. Ability to work with Tri-Care and the Military Medical Support Office (MMSO) to obtain prior authorization for medical treatment.
4. Ability to maintain a management reporting system to include database spreadsheets.
5. Ability to operate a personal computer to input, store, retrieve and manipulate data for various reports.

**Substitution of Education for Specialized Experience**

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as computer science, data processing, or information processing science.

**Special Information**

Unit of military assignment is any unit supported by MED CMD in **WO MOS: 420A, 670A ENL MOS: 42A/F/L 68G/W/Z**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%